

## OMB SUPPORTING STATEMENT

### SF 2817 – Life Insurance Election Form

#### A. Justification

1. Chapter 87 of title 5, United States code, authorizes the Office of Personnel Management (OPM) to administer the Federal Employees' Group Life Insurance Program, and to issue regulations to carry out the provisions of the FEGLI law. The law and regulations specify that at the time an individual is hired, he or she is automatically enrolled in Basic insurance, and he/she has the opportunity to elect optional insurance. In addition, there are other circumstances and opportunities to enroll or change one's enrollment. Standard Form 2817 – Life Insurance Election – is the form that eligible individuals use to enroll or change enrollment status under the FEGLI Program.
2. The SF 2817 is used by Federal employees and assignees (those who have acquired control of an employee/annuitant's coverage through an assignment or "transfer" of the ownership of the life insurance). Clearance of this form for use by active Federal employees is not required according to the Paperwork Reduction Act (P.L. 98-615). Therefore, only the use of this form by assignees, i.e. members of the public, is subject to the Paperwork Reduction Act. The Privacy Act Statement (PAS) has been revised due to a general systematic review and by our Chief Privacy Officer for all OPM PAS.
3. We continue to explore new and innovative methods of information technology to collect the information from employees, although that is not the audience for this request. While agencies have begun the use of information technology to process life insurance elections, it is not currently available to allow non-Federal employee assignees to utilize this same technology. As a result, we do not believe the process would be any less burdensome than it currently is. Completion of the SF 2817 is a voluntary action by the respondent, and the information collected can only be obtained from the respondent. This form is available in a PDF format on our website and meets our GPEA requirements.
4. Every effort is made to identify and avoid duplication, and its occurrence is unlikely. Respondents (i.e., assignees) are never required to complete the form. The form is only completed when the assignee voluntarily chooses to reduce the insured's life insurance coverage.
5. This information collection request has no impact on small businesses and organizations.
6. If this information is not collected, respondents (assignees) cannot reduce the insured's current level of FEGLI coverage. The only way to reduce the burden would be to restrict the assignee's ability to make changes to the enrollment. This would require a statutory and regulatory change.

This information collection is voluntary. Respondents aren't required to report information-it is their choice to do so. However, in declining to provide information, the FEGLI enrollment may not be what they want. Respondents may report information more

often than quarterly-it depends on their individual circumstances. There is no way to predict or control how often changes are requested.

Respondents complete the SF 2817, which includes the original and two carbon (or locally downloaded and printed) copies. The [carbon] copies are necessary to document the Official Personnel Folder (OPF) or case file, to notify the respective payroll office, and to provide the respondent a copy certified by the agency.

This collection is consistent with the guidelines of 5 CFR 1320.6.

7. There are no special circumstances involved in the collection of this information.
8. A 60-day Federal Register Notice of proposed information collection was published in the *Federal Register* on May 26, 2017, as required by 5 CFR 1320, giving persons outside the agency an opportunity to comment on this form. No comments were received.
9. No gifts or payments of any kind have been provided to any individuals who are connected to this collection.
10. This information collection is protected by the Privacy Act of 1974 and OPM regulations (5 CFR 831.106). The routine uses of disclosure appear in the *Federal Register* for OPM/Central-1 (73 FR 15013, *et seq.*, March 20, 2008, effective April 21, 2008).
11. This information collection does not include questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.
12. We estimate that 150 SF 2817 forms will be processed each year from assignees. It is almost always in an assignee's best interests to keep the insured's life insurance coverage at its current level. It is rarely beneficial for an assignee to reduce or cancel such coverage-the only instance in which the assignee would use the form since new or increased coverage cannot be elected by the assignee. We estimate the SF 2817 requires approximately 15 minutes for a respondent to read the instructions and complete. Therefore, the estimated annual burden is 38 hours.

Form Name	Form Number	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
Life Insurance Election Form	SF 2817	150	1	15 minutes	37.50	\$0	\$0

There is no cost to the respondents or record keepers resulting from the collection of this information.

13. There is no change in the respondent burden.

14. The annualized cost to the government for the printing and distributing this form to the assignees (estimated 150) is negligible. It is our efforts to continue to go green; we are printing a limited numbers of forms. Most individuals and agencies can download the form locally instead. Therefore, we estimate no reportable expenses incurred in the collection of this information.
15. N/A
16. No information collected from the form will be published.
17. The Retirement Services program office is the lone processor of the data collected on these ICRs from approximately 2.8 million customers. The substance of each information collection does not substantively change at each OMB renewal cycle, but according to changes in law and regulation. These forms are printed and published (internet, intranet and on-board systems) through various agencies for distribution to and implementation by Government customers. Pursuant to title 5 CFR 1320.8(b)(1), it would not be appropriate to display the OMB clearance expiration date where the form will not be revised for the foreseeable future (e.g., because it is used to collect applicant, annuitant, or beneficiary information required by long-standing statutory provisions), where use of the paper form is prevalent, and where, accordingly, it will be expensive and burdensome to restock the paper forms inventory with a new version. Last year, under current practice, Retirement Services printed approximately 2 million documents subject to OMB clearance at a cost of approximately \$85,000. Our costs would rise substantially if additional revision cycles are added. Lastly, by adding the OMB clearance expiration date to the existing format, the end users of OPM's ICRs may erroneously assume that the expiration date affects the validity of the information collection when it is the OMB clearance expiration date and not reflective of the substance. This may lead to additional submissions by customers, possible litigation and increasing pressures on our Operations workloads. Therefore, we seek approval to not display the OMB clearance expiration date on the forms and to communicate version changes to the public via the revision date.
18. There are no exceptions to the certification statement.